

# Market Range Detail - Government Relations Liaison

## Effective Date

October 8, 2007

## Market Range Title Description

Positions in this market range title are responsible for developing and directing intergovernmental affairs program and activities in conjunction with internal departments, the Board of Supervisors, lobbyists, industry representatives, cities, public agencies, private organizations, the State Legislature, county advocacy groups, and the Maricopa Association of Governments. Duties include meetings with the County Manager and Board of Supervisors to discuss issues and to determine county strategies, attending briefings, and serving as County representative in various projects, committees, meetings, and programs involving interaction with other governmental jurisdictions, agencies, and groups. Responsibilities involve working with internal and external partners to investigate and coordinate special projects; receiving and responding to inquiries from the public, press and constituents; researching, writing and analyzing proposed legislation, administrative rules, and ordinances affecting the County; developing policy and procedure recommendations; developing state and federal legislative agenda; representing and lobbying on behalf of the County. Incumbents may assist in the procurement of federal, state, and other private grant opportunities.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.00	\$36.45	\$43.89

## Likely Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Political Science or a related field
- 3-5 years of experience in legislative research and analysis and/or intergovernmental relations or experience that includes legislative interaction, intergovernmental program promotion, political strategizing, legislative research and analysis, and/or public speaking
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

## Working Titles

- Government Relations Liaison
- Legislative Liaison

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.